

Office Memorandum

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UNITED STATES GOVERNMENT

RECORDS MANAGEMENT

DATE: 5 July 1952

TO : Chief, Records Management and
Distribution Branch
FROM : Chief, Mail Control Section
SUBJECT: Weekly Report, Mail Control Section

1. The resignation of [redacted], messenger, became effective COB, Friday, 27 June 1952.

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2. [redacted] mail clerk, reported for duty with the Mail Control Section on Wednesday, 2 July 1952.

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3. On Wednesday, 2 July 1952, received a visit from [redacted] of Records Management Branch and [redacted] Management, to discuss the present procedures for the handling of mail.

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4. Because of the shortage of personnel, the Mail Control Section found it necessary to cancel several of their scheduled trips. (See attachment #1).

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